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**Austinmer PUBLIC SCHOOL**

## **EXCURSION POLICY STATEMENT**

### **RATIONALE:**

Austinmer Public School is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. Excursions are a valuable teaching and learning vehicle and are often integral to quality curriculum delivery.

### **OUTCOMES:**

Through participation in school excursions the children will display by their knowledge, behaviour and understanding:

- a heightened awareness of the outside community and the school's integrated role in it;
- greater insight of curriculum areas supplemented by set excursions;
- socially acceptable behaviour;
- an extension of life skills; and
- a widening of personal experiences from which to draw on in all K.L.A. areas.

### **GUIDELINES:**

The following statements of policy apply to excursions:

1. Determining the educational value of an excursion must take account of the needs and resources of the school, the needs of the students and the total learning program.
2. Excursions are inclusive, and all students within the specific learning group are to be given the opportunity to participate.
3. A duty of care is owed to students in the school environment and while on excursions.
4. The Department's duty of care owed to students for the duration of an excursion cannot be delegated from the school to parents, caregivers, volunteers or employees of external organisations.
5. The obligation to report suspected risk of harm to children and young people applies throughout all stages of an excursion, as it does in schools.
6. A risk assessment is to be conducted and a risk management plan developed before seeking approval for any excursion.
7. Signed consent forms granting permission for students to participate in excursions and a medical information form are to be obtained from parents or caregivers.
8. Safe transport or a safe walking route is to be organised for excursions.
9. Students must behave appropriately at all times while on excursions, including when animals are encountered.

### **IMPLEMENTATION:**

1. Organisation and co-operative planning by teachers concerned (e.g. costing, travel arrangements).
2. Discussion with Principal of arrangements, educational value, parental assistance, cost and travel .
3. Discussion with other staff to eliminate date clashes with other proposed school activities.
4. Risk assessment form completed or received from excursion host.
5. After Principal's approval, note of excursion intent, date and cost sent home for parental approval. Parental assistance asked for at this stage if required.

6. Bookings of venues and transport.
7. Collection of monies through the office.
8. Organisation of non-attenders with appropriate educational activities, and alternative playground duty supervision, if necessary.
9. Final confirmation of bookings for venue and transport.
10. List of attending students with contact telephone numbers sent to the office and a copy taken on excursion.
11. First Aid Kit and other essentials (buckets, spare clothes, etc.) organised by attending teachers.

#### **CLASS / GRADE / STAGE EXCURSIONS:**

All classes will usually undertake an excursion once a year which will be linked to current unit of study and/or KLA.

#### **OVERNIGHT CAMPING EXCURSIONS:**

Overnight camping excursions provide unique opportunities for the children at Austinmer Public School in personal development, social interaction and development and learning. The staff at Austinmer Public School support overnight camping excursions as they provide valuable experiences, which promote independence and personal responsibility. Camping excursions are organised to reflect DET policies, school based curricula and provide experiences beyond the classroom, which contribute to the growth and development of the individual.

#### **Proposed Camping programs:**

##### **Year 5/6 camps – alternately over a two year period:**

A 3 day / 2 night excursion to Canberra linked to the curriculum area under study (Federal Government, Discovering Democracy etc).

A 3 day / 2 night camp at an organised camping site e.g. Sport and Recreation camps, Fitzroy Falls camp.

#### **Supervision:**

The appropriate permission and information forms including notification of water activities, medical information forms, emergency contact numbers etc will be sought and copies of this information will be taken on any excursion. A copy will also be left at the school office.

Supervision needs to be adequate in relation to the number of students and the activities planned as per DET guidelines (see DET Excursions Policy PD/2004/0010/V003). Students participating in an excursion are not to be permitted to engage in additional or alternative activities, which were not originally scheduled in the program for which parental approval would normally have been necessary. Where a particular activity requires special equipment / apparel, this must be used. Under no circumstances will safety requirements be compromised.